

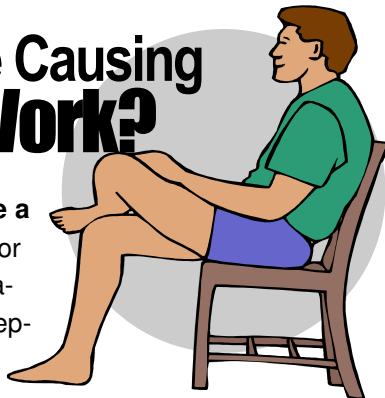
Getting a Jump on College Scholarships

Start researching early if you intend that scholarships will be helping fund your child's college education. The early bird catches the worm with many scholarship programs, and applicants who apply first often have an edge. The junior year of high school isn't too early. Gather sources of funding and examine applications. Discuss who will provide reference letters and begin helping your child focus on collecting notes and ideas for personal essays that may be part of certain scholarship applications. Learn more by visiting www.collegeview.com and typing in "scholarship tips" in the search engine.



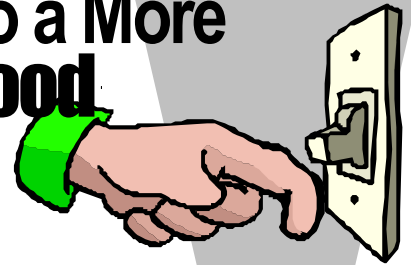
Is Your Posture Causing Fatigue at Work?

Getting sleepy could be a sign of fatigue from poor posture. To minimize fatigue, sit up straight while keeping your back touching and supported by the backrest of your chair. Keep your feet planted on the floor. Avoid crossing your legs or sitting in other leg-contorted positions. Frequently changing the position of your legs or finding yourself in a slump often signals the need for a break. Regularly head for the fresh air and return refreshed and more productive.



Fast Shift to a More Positive Mood

Feeling down? To improve or elevate your mood, try collecting your personal "Top 40" music, comic videos, spiritual sayings, and motivational articles that you have discovered to be effective in inspiring you, and store them in an easily accessible location. Be sure to mix in positive-thinking articles that motivate you and stimulate your "possibility" thinking. When you find yourself beginning to sink with negativity, head for the list. (Remember to keep in mind your workplace policies about use of work resources.) After practice, you will discover that merely thinking about this resource will be enough to bounce you back to a better mood. If your mood problem lingers, talk to your doctor or contact the EAP at 877-313-4455 for help.



Insider Secrets on Customer Service

If you are a customer service representative working by telephone, you know customers are hypersensitive to your vocal tone and can quickly judge your personality. Begin smiling *before* you pick up the phone. This insider secret positively influences the customer's demeanor. Why? A smile can be "heard." Smiling links a positive attitude with its vocal impression. This makes you perk up, and customers sense it. Experiment with this phenomenon and watch it work for you!



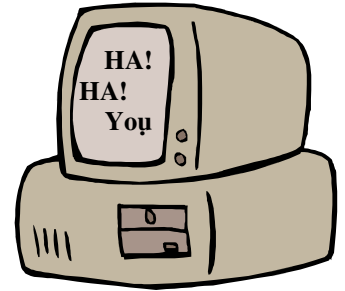
Being Successful as a Trainee

Making a good impression and efficiently learning the skills of a new position are your most important concerns as a trainee. While you're learning the ropes, your supervisor is probably keeping an eye on your motivation and "readiness to learn." Keep yourself motivated and your self-confidence up by knowing whether you learn better by listening, seeing, or by a more hands-on effort. Then, whenever possible, opt for the learning approach that works best for you. Remember, there are no stupid questions. Don't frustrate yourself trying to memorize every person and their function when you are introduced to them. Instead, keep a small, hand-drawn organizational chart of who's who, and add to it as you go along. You'll quickly feel confident about your job, and you'll impress others with your ability to retain names, position titles, and functions. You're smart. That's why they hired you for the job. You've proven yourself for now, so don't seek to impress your boss further by pointing out every mistake, systems problem, and resource limitation as you spot them in the early days of your trainee experience. This is a common misstep for many trainees, and can lead to a supervisor thinking that you aren't seeing the bigger picture.



Cyber-Bullying: "Internet as Weapon"

The problem of cyber-bullying, along with an increasing number of suicides associated with it, has society scrambling for ways to curb it. Answers probably lie in a range of responses that include legal, parental, educational, and peer-driven taboos against cyber-bullying, especially with teenagers. A healthy parent/child relationship can improve the odds that a young person victimized by cyber-bullying will feel comfortable and safe enough to come forward and disclose the victimization, allowing the parent or guardian an opportunity to play an intervening role. Educate children early about abuse of social media and the powerful and harmful role the Internet can play. Help them realize the permanency of online digital content and the legal, emotional, and social consequences of its abuse. Teach the life-skill of empathy so children acquire the ability to identify with and understand another person's feelings or difficulties enough to view cyber-bullying as an unthinkable practice.



Presenting in English as a Second Language

If English is not your first language and you're new to a position that requires stand-up presentations, don't shy away because of lack of self-confidence about your English speaking skills. Conquering this challenge requires taking opportunities to do it more often. Use this time-tested strategy that works for any presenter and virtually guarantees a more-relaxed, in-control, and commanding presentation. Begin rehearsing your presentation in English in front of a mirror at least two days prior to the presentation date. Repeat your presentation six times. After a complete night of sleep, repeat this process again with six complete presentations in front of a mirror. The next morning, the day of your presentation, practice once more before heading out the door. Anticipate a surprising and applause-winning result. For help pronouncing words, visit the free online pronunciation dictionary at www.howjsay.com.



Keep a Journal for Personal Change

A personal journal or diary is a time-tested tool for marking progress in overcoming personal challenges, improving health habits, and conquering resistance to change. Journals can be used for many reasons, but their power lies in supercharging your ability to succeed by using visual reinforcement, handwriting, and repetition. People who journal can also gain clarity by focusing on a key issue. That clarity helps to reduce their vulnerability to being thwarted from reaching their goal by unpredictable events and bumps in the road. If you are curious about journaling, start by journaling at *the same time every day* for 30 consecutive days. Scheduling can make it more routine and consistent, which is a key to journaling's effectiveness.

